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MEMORANDUM TO: Chief/Operations School

19 March 1957

FROM: Assistant Chief for Field Training

SUBJECT: Weekly Activities Report #12, Operations School/  
11-17 March 1957

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**SIGNIFICENT ITEMS:**

The Director of Training was at [REDACTED] from Tuesday evening, 12 March, until Wednesday afternoon, 13 March. He discussed several personnel management problems and other matters of interest to Operations School/[REDACTED] with AF/OS and D/AF/OS.

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**OTHER ACTIVITIES:**Office of AF/OS

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1. [REDACTED], former DDTR, visited us on 11-12 March. He discussed with AF/OS, D/AF/OS, and several Operations Instructors the student performances of several individuals who will be working for him overseas. We have enjoyed working with [REDACTED] during the past several years and take this opportunity to wish him continued success in his future assignment.

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2. [REDACTED] AO/TR, and [REDACTED] PO/[REDACTED] visited AF/OS on Thursday, 14 March, to discuss the new travel reimbursement procedures for employees traveling between [REDACTED] and Headquarters.

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3. [REDACTED], accompanied by Misses [REDACTED] and [REDACTED], was here from Monday morning until Tuesday morning, 12 March. [REDACTED] discussed secretarial personnel replacement problems with AF/OS. [REDACTED] was briefed on Operations School organization, procedures, and personnel problems by A/AF/OS and D/AF/OS. [REDACTED] conferred with [REDACTED] concerning the duties of the Senior Training Assistant/OC.

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4. Three NEA representatives visited the [REDACTED] on Wednesday, 13 March, to discuss a tutorial training project scheduled at [REDACTED] between 25 March and 5 April. D/AF/OS and all Instructors who will participate in this project were present for the discussion.

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5. AF/OS and D/AF/OS devoted considerable time during the week to review of ASMC and OC Final Evaluations. The ASMC Evaluations were forwarded to Headquarters on 13 March. The OC Evaluations will be forwarded to Headquarters during the week beginning 18 March.

6. AF/OS and D/AF/OS conferred with the CI/OC and several OC Committee Chairmen concerning course content in OC #4. The PO/OC is presently working on the schedule for the first half of OC #4.

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2.

7. AF/OS and D/AF/OS discussed with [REDACTED] the procedures to be followed in selecting Technical Advisors for forthcoming tradecraft movies.

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8. A/AF/OS was in Headquarters on 12 March to discuss several matters of interest to Operations School, [REDACTED] with appropriate Headquarters officials.

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9. On 13 March A/AF/OS briefed the NEA Training Officer about Operations School, [REDACTED] activities and training capabilities.

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#### Courses

##### Operations Course

1. Rough drafts of the comments for individual OC #3 student evaluations were completed and approved.

2. All committees except the Covert Operations Committee prepared and submitted their recommendations for content changes and scheduling for Operations Course #4.

3. Messrs. [REDACTED] visited Headquarters on 14 and 15 March to gather information within OTR on Counterespionage, Liaison and Reporting. [REDACTED] made several contacts outside OTR regarding material used in Reporting instruction.

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4. [REDACTED] took over the duties of Operations Course Planning Officer on 11 March.

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##### Operations Familiarization Course

1. This second week of instruction in OFC #8 continued with Tradecraft, and introduced Espionage.

2. [REDACTED] two lectures on 12 March on TSS subjects appeared to be well received. The same comment applies to [REDACTED] lecture on the same day on "Clandestine Commo/Radio."

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3. All students participated in the [REDACTED] Casing Exercise in nearby towns on 13 March. All had returned by 2030. No incidents were reported.

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4. [REDACTED] gave the first lecture on Finance on 14 March.

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6. One student was absent on 12 March due to an appointment with the Headquarters Medical Office.

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2. The Air Operations Staff gave a Building Tour for the OFC on 14 March. A Night Demonstration was given to OFC on 14 March.

### Special Staybehind Operations Course

1. The SSOC Staff has been working with the Film Unit from Headquarters the entire week on the Caching Film being made at

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### Units

#### Assessment & Evaluation/

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#### 1. Processing of OC student critiques:

a. A summary of ratings by OC #3 students on each course element for each of the last three bi-weekly periods (weeks 11-12 13-14, and 15-16) was submitted.

b. Two Headquarters A&E staff members, Misses Margie (on 13 and 14 March) and (on 14 March) assisted us with the backlog of work on summarizing comments from OC #3 student critiques.

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#### 2. Evaluation support of OC:

a. Computations for the personal characteristics ratings (based on both associate and staff ratings), which comprise Page Four of the final evaluation report, were completed and submitted to CI/OC.

b. Considerable time was spent with the Chief/Interrogation Committee in revising several aspects of the OC Interrogation block.

3. Discussions were held with Chief/TAU to develop some visual training aids to be used in the forthcoming briefing of new instructors on evaluations programs and procedures.

### Training Aids Unit

#### 1. Photo & Graphics:

Several graphic aids were completed for use in the Interrogation block of OC.

2. Several TAU personnel assisted with an OFC night problem on 14 March.

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Technical Services Staff

1. [REDACTED] is TDY here until [REDACTED] completes OPC #8. On 12 March [REDACTED] gave two lectures to OPC #8: "Agent Authentication," and "Secret Writing."

2. Two representatives from TSS/[REDACTED] arrived Thursday noon and departed Friday afternoon. They tested some new operational telephonic equipment developed by the [REDACTED]

3. [REDACTED] completed the course report on Special Forces Course which was presented during the period 11 Feb.--8 Mar.

4. [REDACTED] Chief/TSS/[REDACTED], is on Annual Leave as of Thursday, 14 March, and expects to return by 25 March. [REDACTED] will be Acting Chief/TSS/[REDACTED] during [REDACTED] absence.

PERSONNEL NOTES:

1. [REDACTED] resigned from the Operations School/[REDACTED] Staff effective 13 March.

2. [REDACTED] entered on duty with the Operations School/[REDACTED] Staff on 14 March. She will be TDY Headquarters from 18 through 29 March for refresher secretarial and Agency procedural training.

[REDACTED]  
Assistant Chief for Field Training

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